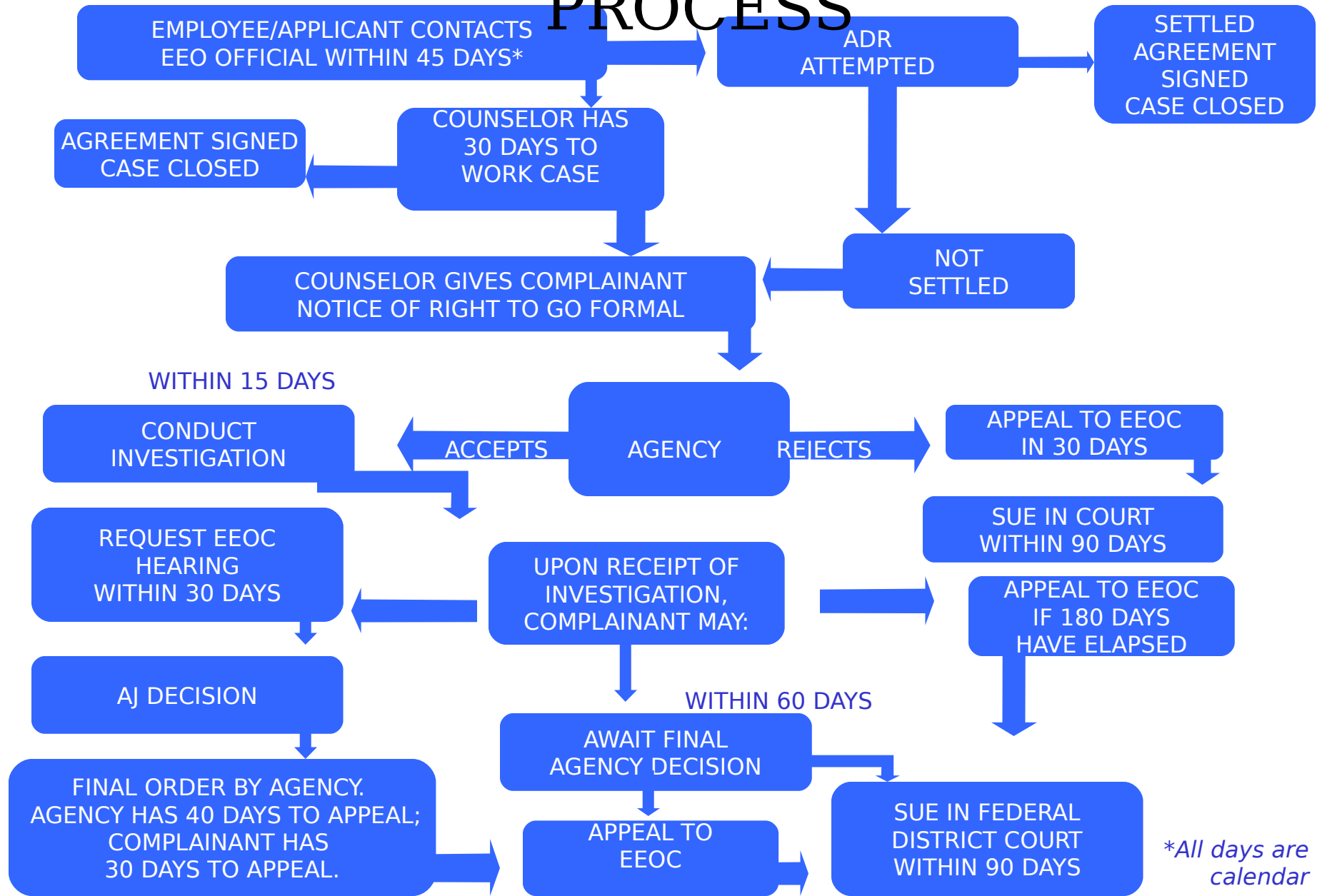


EEO COMPLAINT PROCESS



EEO COMPLAINT PROCESS

- **INDIVIDUAL CASES-** Any employee, previous employee, or applicant for employment who feels he/she has been discriminated against because of race, color, religion, sex, national origin, age (40 years of age and over), or mental, physical disability or reprisal for EEO involvement may file a complaint by initiating timely contact with HRO site office personnel within 45 days of the alleged discriminatory act. If the complaint is based on age, the complainant can bypass the administrative process and file a civil action within 180 days from the date the discrimination occurred. Alternative dispute resolution can be attempted at any stage of the complaint process by mutual consent of the employee and management. If the complaint is based on sexual orientation an employee may seek assistance from the Merit Systems Protection Board, Office of Special Counsel, Negotiated Grievance Procedure, or the Agency Grievance Procedure.